

Republic of the Philippines  
**OFFICE OF THE GOVERNMENT CORPORATE COUNSEL**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the OFFICE OF THE GOVERNMENT CORPORATE COUNSEL in the CSC website:

**TERESA C. VEGA**  
**HRMO**

Date: March 3, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Government Corporate Attorney IV	OGCCB-GOVCA4-3-1998 OGCCB-GOVCA4-6-1998	28-1	139,939.00	Bachelor of Laws	Thirty Two (32) hours of relevant training	Five (5) years of experience in the practice of law.	RA 1080 (Bar)	Knowledge and analytical ability that can identify legal issues from facts, and can draw conclusions and logical reasoning. - Superior Competent in representing a client. - Superior Effective legal writing and oral advocacy. - Superior Ability to train, lead and manage people - Intermediate	Legal Team
	Administrative Assistant III (Stenographic Reporter II)	OGCCB-ADAS3-27-2005	9-1	18,784.00	Completion of two (2) years studies in college.	Four (4) hours of relevant training.	One (1) year of relevant experience.	CS Subprofessional	1.) Proficient in oral and written communication. 2.) Technological skills that is necessary to perform other related tasks.	Administrative
	Administrative Assistant I (Stenographic Reporter I)	OGCCB-ADAS1-37-2005	7-1	16,458.00	Completion of two (2) years studies in college.	None required	None required	CS Subprofessional	1.) Proficient in oral and written communication. 2.) Technological skills that is necessary to perform other related tasks.	Administrative
	Administrative Aide VI (Clerk III)	OGCCB-ADA6-42-2005	6-1	15,524.00	Completion of two (2) years studies in college.	None required	None required	CS Subprofessional	1.) Proficient in oral and written communication. 2.) Technological skills that is necessary to perform other related tasks.	Administrative

	Administrative Aide III (Clerk II)	OGCCB-ADA3-52-2005	3-1	13,019.00	Completion of two (2) years studies in college	None required	None required	CS Subprofessional	1.) Proficient in oral and written communication. 2.) Technological skills that is necessary to perform other related tasks.	Administrative
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **March 20, 2020.**

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**TERESA C. VEGA**  


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Administrative Officer V / Personnel Section  


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3/F MWSS Administration Building, Katipunan Road,  
Balara, Quezon City  


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[ogccpersonnel@yaho.com](mailto:ogccpersonnel@yaho.com)  


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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.